

ARSON INFORMATION REPORTING SYSTEM

Agency Agreement

I. Authority

Assembly Bill 2336 added Section 1875.8 to the Insurance Code and established the Arson Information Reporting System (**AIRS**) to permit insurers, law enforcement agencies, fire investigative agencies, and district attorneys to deposit arson case information in a database at the Department of Justice. This information shall be made available to authorized agencies for the purpose of investigating and prosecuting arson and arson-related insurance fraud or evaluating the validity and payment of fire-related insurance claims. The Department of Forestry and Fire Protection, Office of the State Fire Marshal (SFM), is responsible for the operation and maintenance of **AIRS**, establishing regulations and procedures governing **AIRS**, and authorizing access to the data.

II. Authorized Agencies

An authorized agency is defined as any of the following officers or agencies, or their duly authorized representatives: The State Fire Marshal, the Director of the Department of Forestry and Fire Protection, the chief of any city or county fire department, the chief of any fire protection district, the Attorney General, any district attorney, any peace officer, the Department of Insurance, or any federal agency. In addition, Section 1875.8(c) states that **AIRS** shall be made available to insurers.

III. Authorized Users

Authorized agencies shall submit an **AIRS Agency Agreement** that shall include the names of each individual the agency is requesting **AIRS** access be provided. Insurer users shall be limited to employees who are directly involved with the prevention of insurance fraud by arson or evaluating the validity of fire-related insurance claims. Agencies are responsible for the actions of all users authorized by their agency and shall immediately report any misuse of the data to the SFM. The SFM shall have final review and approval authority of all requests.

IV. Security

The **AIRS** database is maintained on a secure network at the Department of Justice. As a precaution, users shall treat modem telephone numbers and URL as confidential information.

Upon review and approval of an **AIRS Agency Agreement**, users are eligible to attend training and be issued a UserName and password (see Section VIII. Training). Once issued a UserName and password, the user is required to access **AIRS** and establish a unique password that shall be maintained in the strictest confidence. Every 90 days thereafter, the system will prompt the user to update the password. Agency and/or user shall notify the SFM immediately upon transfer or separation of a user from the agency.

An audit trail is maintained of the date, time, and all transactions performed by the user. Any unauthorized access or misuse of data will be investigated by the SFM and appropriate action will be taken.

V. **AIRS** Information

AIRS information is to be used only in an authorized manner and by authorized users. The information in **AIRS** is intended solely for the following purposes:

- Identifying utilization patterns by individual claimants and the methods of operation of individuals, groups or businesses engaged in the commission of arson;
- Preventing the commission of insurance fraud by arson;
- Investigating and prosecuting arson and arson-related insurance fraud; or
- Evaluating the validity and payment of fire-related claims.

VI. Confidentiality

Information contained in the **AIRS** database concerning active cases is confidential. This information shall not be used for anything other than the stated purposes and shall not be released to any person not authorized access to this information. Users are prohibited from releasing **AIRS** information to public inspection until the time that its release is required in connection with a criminal or civil proceeding. **AIRS** information cannot be a part of any public record.

VII. Cost

There will be no cost incurred for access to **AIRS**, with the exception of having the minimum PC configuration available to access the system.

VIII. Training

The SFM agrees to make training available to authorized users, and provide **AIRS User's Manuals**, which will set forth regulations and procedures for inserting, updating, searching and reporting of **AIRS** data. Users may call the **AIRS** Support Line at (916) 323-6550 or check the **AIRS** Web Site at <http://www.fire.ca.gov/airs> for a list of current classes available.

AIRS AGENCY AGREEMENT

Agency agrees to the terms and conditions stated in the **AIRS Agency Agreement** and agrees to abide by the regulations and procedures as stated in the **AIRS User Manual**.

☐

New Agreement

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Updated Agreement

Agency Name			Contact Person
Address			Telephone Number/FAX Number
City	County	State	Zip Code
Authorized Signature			Date

Agency has provided a copy of the terms and conditions stated in the **AIRS Agency Agreement** to each user and requests **AIRS** access be provided to the following:

SFM
Use
Only

Last Name	First Name	Position	Acct.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

SFM Use Only

Agency Code	Entered <input type="checkbox"/> AIRS <input type="checkbox"/> Training <input type="checkbox"/> Access	Comments	Date/By
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Submit completed form to:

Department of Forestry and Fire Protection
 State Fire Marshal - AIRS Program
 P. O. Box 944246
 Sacramento, CA 94244-2460